



National Aeronautics and  
Space Administration

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# Langley Research Center Safety Alert

Date: June 23, 2000

TO: All Langley Employees  
FROM: 429/Head, Office of Safety and Facility Assurance, OSMA  
SUBJECT: Reporting Injuries and Illnesses


In the past few months, there have been several instances where an employee has failed to immediately notify his/her supervisor and the Clinic of an on-the-job injury. In some cases, the delay in reporting has exceeded a month. This delay makes it difficult, if not impossible, to investigate the mishap and determine appropriate corrective actions. Additionally, the delayed reporting may cause the employee's Worker's Compensation claim to be overturned, because of the lack of evidence supporting the employee's claim that the injury occurred "on-the-job."

Therefore, employees are reminded that they should immediately report all job-related accidents, injuries, or illnesses to your supervisor. A minor accident, injury or illness may develop into a serious, complicated condition or situation.

Supervisors should ensure that their employees report to the LaRC Occupational Medical Center (OMC), Building 1149 for treatment and documentation of the accident. The OMC will provide the employee with a Langley Form 95, "Supervisor's Report of Accident," which should be completed and forwarded to the Office of Safety and Facility Assurance (OSFA), Mail Stop 429, within 5 working days.

Upon receipt of the Form 95, the OSFA will review the accident to determine the cause and ensure that the appropriate corrective actions are initiated to prevent recurrence.

Thank you for your continued support of the LaRC safety program.

  
Alan H. Phillips  
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